



September 2006

# Job Seeker Newsletter



## ON-THE-JOB TRAINING



**Congratulations to Vivian Keene, a former Workforce Investment Act (WIA) participant, who is beginning her third year of employment with S & M Brands in Keysville. Vivian came to the Virginia Employment Commission Workforce Center in South Hill looking for job search assistance after being laid off from her prior employer. She possessed what most employers want – a good work ethic, but required training to start a new career. Enter – On-the-Job Training (OJT)!**

**The OJT program is funded by the Southside Workforce Investment Board and provides an incentive to employers to hire workers who require training. It gives employers the opportunity to select, hire, and train workers without absorbing the entire cost of training. The VEC Workforce Center worked closely with S & M to develop a plan for Vivian and provided support to her during her training period.**

**Since being employed as an Inspector at S & M Brands, Vivian has received pay increases of over \$1.50 per hour. Both employer and employee have benefited from OJT. If you'd like to learn more about OJT, visit or call our office.**

**Need your high school diploma?** Prove yourself. Get your GED. Brunswick Even Start Family Literacy Program can help. GED classes are free. Free child care and transportation are provided if needed. **Call 434-848-6913** for more information.

**Register today**

## Partners Schedule for September

Sept. 6, 13, 20, 27	<b>Department of Rehabilitative Services</b> <i>Providing assistance to persons w/disabilities</i>	1:00 pm - 3:30 pm
Sept. 27	<b>Job Corps</b> <i>Providing education &amp; employment services to youth, ages 16-24</i>	10:30 am - 1:00 pm
Sept. 19	<b>Lake Country Area Agency on Aging</b> <i>Employment &amp; training services who are ages 55 and older</i>	9:00 am - 12:00 noon
Monday - Friday Every week	<b>Virginia Employment Commission (VEC)</b> <i>Providing assistance with Unemployment Insurance, Job Service, Market Information &amp; Workforce Investment Act Services</i>	8:30 am - 4:30 pm
Monday - Friday Every week	<b>VEC Veteran's Representative</b> <i>Providing specialized employment &amp; transition services to veterans</i>	8:30 am - 4:30 pm



## **BUSINESS HOURS / LOCATION**

**Hours of Operation:** 8:00am-5:00pm Monday- Friday

**Lobby Hours:** 8:30am-4:30pm M, Tu, Th, F – 9:00am – 4:30pm Wednesday



**910 North Mecklenburg Avenue, South Hill, Virginia**  
**Look for our Virginia Workforce Center sign**

# **Make A lasting Impression**

**W**hen interviewing for a job, you want to make a good impression. Competition today is fierce. A great interview could give you the

competitive edge you need to land the job. You want to be prepared and calm during the process.

Here are a few tips that may help:

- ***Prepare for the interview in advance.***  
Before you go in for the interview, conduct research on the company. Be as knowledgeable as you can about the company.
- ***Analyze your strengths and weaknesses.***  
Practice what you want to say to the interviewer. Anticipate questions that may be asked and rehearse your answers.
- ***Make sure you know the address of your interview and how to get there.***  
Give yourself enough time to arrive on schedule.
- ***Be prompt and on time.*** It's a good idea to arrive a few minutes early for your interview.
- ***Dress appropriately.*** You want to appear professional. A neat appearance shows that you are serious about interviewing for the job.
- ***Bring a copy of your resume.*** Also include work samples, transcripts, and a list of references with you.
- ***Be enthusiastic.*** A positive attitude and a pleasant smile can go a long way.
- ***Be attentive and interested in what the interviewer is saying.*** Maintain good eye contact and be an active listener.



- ***Be friendly and conversational.*** Watch your voice level. Try to control any nervousness that you feel.
- ***Be concise in your answers.*** Make your statements brief and to the point.
- ***Be prepared.*** Be ready to talk about examples of your work.
- ***Know your abilities.*** Be able to summarize your skills and attributes.
- ***Practice good posture.*** Sit erect, don't slouch. Try not to cross your arms. Be open.
- ***Use a firm handshake.*** A firm handshake demonstrates confidence.

Source: Joan Tupponce, Joan Tupponce & Associates, Inc.: article contributed to the *Richmond Times Dispatch*.

**The first impression that you  
make may be a lasting  
impression. So make it count!**

# What Do Employers Expect in Employees?

- **Ability to communicate:** Do you have the ability to organize your thoughts and ideas effectively? Can you express them clearly when speaking or writing? Can you present your ideas in a persuasive way?
- **Intelligence:** Do you have the ability to understand assignments? Learn details of operations? Contribute ideas to your work?
- **Self-confidence:** Do you demonstrate a sense of maturity that enables you to deal positively and effectively with situations and people?
- **Willing to accept responsibility:** Are you someone who recognizes what needs to be done and is willing to do it?
- **Initiative:** Do you have the ability to identify the purpose for work and to take action?
- **Leadership:** Can you guide and direct others to obtain the recognized objectives?
- **Energy level:** Do you demonstrate forcefulness and the capacity to make things move ahead? Can you maintain your work effort at an above-average rate?
- **Imagination:** Can you confront and deal with problems that may not have standard solutions?
- **Flexibility:** Are you capable of changing and being receptive to new situations and ideas?
- **Interpersonal skills:** Can you bring out the best efforts of individuals so they become effective, enthusiastic members of a team?
- **Self-knowledge:** Can you realistically assess your own capabilities? See yourself as others see you? Clearly recognize your strengths and weaknesses?
- **Ability to handle conflict:** Can you successfully contend with stress situations and antagonism?
- **Competitiveness:** Do you have the capacity to compete with others and the willingness to be measured by your performance in relation to that of others?
- **Goal achievement:** Do you have the ability to identify and work toward specific goals? Do such goals challenge your abilities?
- **Vocational skills:** Do you possess the positive combination of education and skills required for the position you are seeking?
- **Direction:** Have you defined your basic personal needs? Have you determined what type of position will satisfy your knowledge skills and goals?

The National Association of Colleges and Employers identified these sixteen traits. Plan how you will communicate to your employer that you possess these traits.

On to: [Advice From the Experts](#)

Back to: [Turning the Tables in the Interview](#)

## Are you 55 or older, unemployed and willing to learn new things?

If this describes you, we can help! The Senior Community Service Employment Program is a training program designed to help older workers get back into the work force through on the job training. Participants must be 55 or older and meet income guidelines.

### **Applications now being accepted:**

*Lake Country Area Agency on Aging  
1105 West Danville Street  
South Hill, VA 23970*

### **For more information call:**

**(434) 447-7661**

**EOE**



## GED Class Schedules – Mecklenburg County

Site	Days	Times
<b>Verizon Center</b>	<b>Monday</b>	<b>9:00 a.m. – 12:00 p.m.</b> <b>5:30 p.m. – 7:30 p.m.</b>
<b>LCAKC</b>	<b>Monday</b>	<b>5:30 p.m. – 8:30 p.m.</b>
<b>LCAKC</b>	<b>Tuesday</b>	<b>9:00 a.m. – 12:00 p.m.</b>
<b>Estes Center</b>	<b>Tuesday</b>	<b>2:00 p.m. – 5:00 p.m.</b>
<b>Verizon Center</b>	<b>Tuesday</b>	<b>5:30 p.m. – 7:30 p.m.</b>
<b>LCAKC</b>	<b>Wednesday</b>	<b>9:00 a.m. – 12:00 p.m.</b> <b>5:30 p.m. – 8:30 p.m.</b>
<b>Estes Center</b>	<b>Wednesday</b>	<b>2:00 p.m. – 5:00 p.m.</b>
<b>Verizon Center</b>	<b>Thursday</b>	<b>9:00 a.m. – 12:00 p.m.</b>

*Verizon Center – Clarksville*

*Estes Center – Chase City*

*Lake Country Advanced Knowledge Center – South Hill*



## GED Class Schedules - Brunswick County

Site	Day/Classroom	Time
<b>Brunswick Senior High Technology Center</b>	<b>Monday – Thursday</b>	<b>9:00 a.m. – 2:00 p.m.</b>
<b>Southside Virginia Community College (CFO Day Class)</b>	<b>Tuesday &amp; Thursday SCORE Building</b>	<b>12:00 noon – 2:00 p.m.</b>
<b>Southside Virginia Community College (Middle College)</b>	<b>Monday – Thursday SCORE Building</b>	<b>10:00 a.m. – 12:00 p.m.</b> <b>2:00 p.m. – 4:00 p.m.</b>
<b>Southside Virginia Community College (CFO Night Class)</b>	<b>Monday &amp; Wednesday SCORE Building</b>	<b>6:00 p.m. – 8:00 p.m.</b>
<b>Southside Virginia Community College (Middle College)</b>	<b>Tuesday &amp; Thursday SCORE Building</b>	<b>6:00 p.m. – 8:00 p.m.</b>
<b>Southside Virginia Community College (ABE Class)</b>	<b>Tuesday &amp; Thursday C-28</b>	<b>6:00 p.m. – 8:30 p.m.</b>

*Brunswick Senior High Technology Center – Lawrenceville*

*Southside Virginia Community College - Alberta*